

<div>岩国基地MLC空席広報</div> <div>IWAKUNI MLC VACANCY ANNOUNCEMENT</div>	告示番号： Announcement No.	434-16
	募集開始日： Open Date	10/31/2016
	締切日： Closing Date	11/14/2016
<div>1. 職種名：技術報道補助職 Job Title Technical Information Aid</div> <div>2. 職番 Job No: 0272</div> <div>3. 基本給番号-等級 1 - 05</div> <div>BWT - Grade:</div> <div>受諾可能な下位等級 Acceptable Trainee Level: N/A</div> <div>4. 募集人数 No. of Recruitment: 1 名</div>	<div>5. 募集範囲 Area of Consideration:</div> <div><input checked="" type="checkbox"/> 現MLC/IHA従業員（部隊内） Current MLC/IHA Employees within Activity</div> <div><input checked="" type="checkbox"/> 現岩国基地所属部隊MLC/IHA従業員 Current MLC/IHA Employees on MCAS Activities</div> <div><input checked="" type="checkbox"/> 通勤圏内の外部応募者 Off Base Applicants in commuting distance</div> <div><input type="checkbox"/> 日本国内全ての応募者 All applicants reside in Japan</div>	
<div>6. 部隊 Activity:</div> <div>Station Airfield Operations Department Administrative Branch</div> <div>基地オペレーション部 管理課</div>		
<div>7. 勤務時間 Work Schedule:</div> <div>40 hrs/wk, 5 days/wk, Mon-Fri, 0730-1615, Recess 45 min</div> <div><input checked="" type="checkbox"/> CE ポジション Contingency Essential Position 緊急時に出勤する可能性のある職位です。</div> <div><input type="checkbox"/> 断続交替勤務 Intermittent</div> <div><input checked="" type="checkbox"/> 時間外労働 Duty Outside of Scheduled a Workweek Hours</div> <div><input type="checkbox"/> 児童育成に携わる職位 Child Care Services Position</div>		
<div>8. 雇用の種類 Type of Employment:</div> <div><input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> IHA <input type="checkbox"/> 限定 Limited Term      月 Months      *The period may be extended/shortened.</div> <div>*雇用期間の延長、短縮の可能性あり。</div>		
<div>9. 職務内容 Summary of Duties:</div> <div>General: As a primary assistant to the MLC Technical Information Specialist 1-6, performs the following administrative and technical work involved in significant interaction with a variety of officials/people in the local community and business circle such as Iwakuni City Office, Iwakuni Airport Office, Iwakuni Emergency Response agencies, JMSDF/JASDF, CSDB, JCAB, etc. Directions on difficult and unusual cases may be provided from the higher grade specialist and/or the immediate supervisor. Participates in developing plans and procedures to support airfield operations and associated exercise support particularly those that involve tenant JMSDF units and during Joint/US exercises which include transient JASDF/JGSDF involvement. Performs liaison with Chugoku-Shikoku Defense Bureau (CSDB), Japan Civil Aviation Bureau (JCAB), Airports and Commercial Airlines. Contacts affected JSDF HQ and squadrons to coordinate various support requirements such as billeting, ramp space, GSE support, hangar space, ordnance and ammunition storage, security, and messing. Serves as a coordinator of US-Japanese exercises and special events such as Friendship Day Air Show activities, Joint training exercises, Joint Flight Training and Aviation Safety Conference, etc. Performs duties involving the Defense Travel System (DTS), certifying orders and vouchers, and assists the Accounting Technician 1-5 with processing of orders and vouchers.</div>		
<div>10. 資格要件 Qualification:</div> <div>1. Must have at least 1 year work experience of clerical, technical, or administrative work in any field, or 4 year degree in any field.</div> <div>2. Must have ability to speak, read, and write English and Japanese at average proficiency level LPL-2, but prefer fluent proficiency level LPL-3.</div> <div>3. Must have ability to provide assistance to Japanese agencies to coordinate aviation related events and issues.</div> <div>4. Must have skill in operating Microsoft Office Suite such as Outlook, Word, Excel and Power Point.</div> <div>5. Must have a driver's license(A/T limited is acceptable).</div> <div>*Preferable to have the ability to type at least 25 words per minute.</div> <div>*Preferable to have knowledge of DOD/Navy/Marine Corps directives, policies, regulations, procedures, and Naval correspondence.</div> <div>*Preferable to have the ability to develop various correspondence and reports in English and Japanese.</div> <div>*****</div> <div>In your application, please specifically describe your work experience, knowledge, skills, and abilities related to this job. If you don't provide all the information requested in this vacancy announcement, you may fail to receive proper consideration.</div> <div>応募書類に応募職位と直接関係のある職務経験、知識、技術、能力等の詳細を記入してください。空席広報で必要とされている情報を提供しなかった場合は、適切な考慮を受ける事ができない場合があります。</div>		
<div>11. 応募方法: How To Apply:</div> <div>申込資格を有し、応募を希望される方は、岩国基地人事部（建物番号 1、1 階）に下記の必要書類を締切日までに民間人人事部に提出/郵送してください。</div> <div>Eligible employees who are interested in being considered for the vacant position(s) should submit/mail the required documents listed below to Civilian Human Resources Office (CHRO), located at bldg. #1(1F), by the closing date.</div>		

12. 提出する書類 Application and Associated Documents

☒ 岩国 MLC/IHA 応募用紙 及び質問書 (ダウンロードするにはこちらをクリックしてください)  
Iwakuni Application for MLC/IHA Employment & Questionnaire (Click here to download)

\*の記入はComplete \* in ☐ 日本語でJapanese ☒ 英語で English

☒ 免許証／修了証／証明書の写し Copy of License/Certificate

☒ 卒業証明書、同卒業証書の写し Copy of Educational Background

☒ 英語力の証明書 Copy of Certificate of English Proficiency

\* 岩国基地民間人人事部でALCPT(LAD)の試験を受けられた方は、証明書を提出する必要はありません。MCCSの従業員は、NAF人事部で語学試験を受けている場合があります。その場合は、証明書を提出していただく必要がありますのでお気をつけ下さい。

☒ 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable).

☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー  
For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy

### 13. 備考 REMARKS

- Current MLC/IHA employees are Permanent, Trial Period, Limited Term, Special Term, Seasonal, Post Retirement Employees and HPT employees. 現MLC/IHA従業員には、常用従業員、試用期間従業員、限定期間従業員、特殊期間従業員、季節従業員、高齢従業員、HPT従業員が含まれます。
- Eligibility for MLC/IHA employment is subject to SOFA and nationality, please contact CHRO for additional questions. MLC/IHAの雇用条件には制限があります。軍属の方や日本国籍以外の方は、人事部へご連絡ください。
- Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcements. Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. Applications and attachments will not be retrieved for return. 資格条件を確認の上、空席表に指定された必要書類を提出してください。応募資格と資格要件は空席表の締切日までに満たさなければなりません。書類に不備があった場合は選考の対象になりません。申し込み後の書類の訂正および返却には応じることができませんので、あらかじめご了承ください。
- Vacancy announcement may be cancelled or changed anytime. 募集はキャンセルされる場合や変更になる場合もあります。
- The activity management may contact you to schedule a job interview. 募集部隊から面接の連絡があります（書類選考のみの場合もあります）。
- Applicants who have a qualified ALCPT Score are not required to submit a copy of certificate. ALCPTの有資格者は申し込み用紙にその等級を明記すれば、証明書を添付する必要はありません。
- The following tests satisfy the English language proficiency requirements in vacancy announcements. 以下のテストで空席表にある必須の英語力を満たすことができます。

LPL	TOEIC	ALCPT	TOEFL (PBT)	TOEFL (CBT)	TOEFL (iBT)	CASEC	英 検
4	860-990	該当なし	600~	250~	100~	該当なし	1 級
3	730-859	90-100	550-599	210-249	80-99	870~	準 1 級
2	550-729	75-89	460-549	140-209	50-79	560-869	2 級
1	400-549	65-74	430-459	120-139	40-49	475-559	準 2 級
準 1	350-399	40-64	適用無	適用無	適用無	適用無	3 級

PBT: 筆記による試験  
CBT: コンピュータによる試験  
iBT: インターネットによる試験
- Applicants may apply for more than one vacant position at a time; however, applications and attachments are required to submit for each vacant position. 他職種との併願も可能ですが、必要書類は別々に必要です。
- Vacancy announcements and the above required forms are available at CHRO website 空席表、必要書類などは人事部ウェブサイト: <http://www.mcasiwakuni.marines.mil/Organizations/Station/CHRO.aspx>
- The phone numbers of military activities are restricted. Please unblock a restricted/unidentified phone numbers. 米軍基地の電話はデフォルトで非通知に設定されています。非通知着信拒否の設定を解除してください。
- Work experience is based on 40 hours per week. (prorated if less than 40 hours per week) Work experience is based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve months of experience at 60 hours/week is equivalent to one year of experience. 職務経験はフルタイム（週40時間）を基準として考慮されます。経験年数はフルタイム（週40時間）を基準として考慮されます。したがって、週20時間のパートタイムで1年間働いた場合は、フルタイム6ヶ月分の経験がクレジットされます。
- Applications must be received by the closing date of the Vacancy Announcement. Emailed and Faxed applications will not be accepted. 応募書類は募集締切日必着です。Eメールやファックスでの応募書類は受付できません。

14. 問い合わせ先 For Inquiries
内部応募者の問い合わせ先 For Current MLC/IHA Employees 米国海兵隊岩国航空基地 民間人人事部 〒 740-0025 山口県岩国市三角町 米国海兵隊岩国航空基地 民間人人事部 (PO BOX 1886) Misumi-cho, Iwakuni, PO Box 1886 MCAS Iwakuni 740-0025 MCAS Iwakuni Civilian Human Resources Office ☎軍電 DSN 253-4344 受付時間Customer Service Hours: 0800 – 1630 Monday through Friday(except holidays) *メールアドレス: <a href="mailto:miori.fukuda.ja@usmc.mil">miori.fukuda.ja@usmc.mil</a> 外部応募者の問い合わせ先 For Off Base Applicants 独立行政法人 駐留軍等労働者労務管理機構 岩国支部 Labor Management Organization, Iwakuni Branch ウェブサイト Website: <a href="http://www.lmo.go.jp">http://www.lmo.go.jp</a> ☎電話番号 : 0827-21-1271 受付時間 Customer Service Hours : 0900-1700 月曜日～金曜日 (祭日を除く) Monday through Friday (except holidays)